



Looking for a Rewarding Career

The Department of Human Services offers rewarding careers helping socially or economically disadvantaged individuals and families. Two jobs that are located in the Department of Human Services' county offices throughout the State of Michigan are **Services Specialists** and **Assistance Payments Worker**. These positions directly impact the Department's mission of "improving the quality of life in Michigan by providing services to vulnerable children and adults that will strengthen the community and enable families and individuals to move toward independence".

Services Specialist 9, 10, P11 (Bachelor's or Master's Degree) \$18.53 to \$27.44

This position functions as a professional social caseworker providing services to socially and economically disadvantaged individuals and families. Responsibilities may involve programs administered by the Department of Human Services such as Protective Services, Direct Care (Foster Care), Adoption, Juvenile Justice, Foster Home Licensing, and Adult Services.

Applicants must possess a bachelor's or master's degree with a major in one of the following areas: human services, social work, sociology, psychology, family ecology, consumer/community services, family studies, family and/or child development, guidance/school counseling, counseling psychology, or criminal justice.

Interested applicants should view the 36 Minute Video "Is This Job For Me?" (<http://www.vimeo.com/9856486>) for additional information regarding a career as a Service Specialist.

Assistance Payments Worker 8, 9, E10 (Associate's Degree) \$17.18 - \$23.67

The role of the Assistance Payments Worker is to strengthen Michigan families by: Encouraging and guiding families in their efforts to become self-supporting; Ensuring that each person/family that applies for public assistance receives the type and level of financial assistance they are eligible for; Assessing the needs of each person/family and providing appropriate information and referrals for services outside of the Department of Human Services; and Providing families with information about the expectations and goals of the Department of Human Services.

Applicants for Assistance Payments Worker positions must have completed two years of college (60 semester or 90 term credits) **OR** Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level; **OR** Completion of one year of college (30 semester or 45 term credits) with three years of administrative support experience in a human services or office setting, one year of which must be equivalent to the experienced (E7) level; **OR** three years of Home Aide experience, including one year equivalent to a Home Aide E8, may be substituted for the education requirement.

The State of Michigan is an Equal Opportunity Employer

State of Michigan – Department of Human Services